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21 October 1953

Subj file

MEMORANDUM FOR: The Assistant Director for Personnel

SUBJECT: Agency Policy on Duration of Tours of Duty Abroad

REFERENCE: Proposed Regulation [REDACTED]
OVERSEAS TOURS OF DUTY

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1. On 25 June, I recommended to the Acting Deputy Director (Administration) the development of an Agency policy on the duration of tours of duty abroad to be formalized and implemented by appropriate Agency regulations. In particular, I called attention to the fact that any such Regulation should contain implementing personnel procedures so that the related responsibilities of the Comptroller could be fulfilled.

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3. Your office has now submitted subject Regulation for coordination. Before undertaking coordination, however, we are returning the draft Regulation with what we believe are valid criticisms for your further consideration. Our major criticisms are as follows:

a. The policy statements are extremely vague in that no criteria or rules are provided for their interpretation and application. In addition, deviations from policy can be made for undefined reasons and by so many different officials as to negate the stated policies.

b. The policy statements are incomplete since no mention is made of the penalties for violation by the individual of his tour of duty obligation to the Agency. Not only is this a legal requirement in certain cases, but it is essential in others to the enforcement of Agency policy. In the absence of such provisions, the Comptroller cannot properly fulfill his responsibilities under this Regulation, and Agency personnel may be misled into committing breaches of policy without knowledge of the penalty therefor.

c. The Regulation includes a mass of irrelevant material ranging from the problems of reassignment, the determination of overseas personnel requirements, rotation, and the preservation of cover. These subjects would more appropriately be presented in regulations on those subjects.

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d. The Regulation does not contain practical working procedures for establishing the tour of duty agreement with the individual, for ensuring that special exceptions are properly accomplished, that the policies are effectively carried out, and that the prescribed penalty requirements for willful violation of policy are carried out.

4. I realize that the above criticisms are very sweeping, but I have made them so purposefully to overemphasize the weaknesses in the draft Regulation. To illustrate my point, subsequent paragraphs outline the points of policy which I think must be prescribed in detail in order to have a Regulation adequate to the needs of all Agency components and individuals affected.

5. Historically and legally, I believe the Agency has a definitive policy on overseas tours of duty which can easily be prescribed, implemented, and enforced. I believe this policy is as follows:

a. The normal minimum tour of duty overseas shall consist of two years' continuous service at the post(s) of overseas assignment. (NOTE: Continuous Service must be defined and should preferably conform to legal requirements for "home leave" travel at government expense.)

b. The normal maximum tour of duty overseas shall be from two to three years at the discretion of the Agency. The determination as to actual duration of the normal tour of duty within this period will be based upon the tour of duty policies of cover organizations, the availability of replacements if required, operational exigencies, and the availability of funds.

c. If an individual resigns or abandons his overseas position prior to completion of twelve months' service for the government, all travel expenses incurred by the government in transferring an individual from the place of appointment to the overseas post of duty becomes a debt due the government, and return travel to the United States shall be at the expense of the individual. (Public Law 600)

d. If the individual resigns or abandons his overseas position prior to the completion of two years' continuous duty overseas, he forfeits his right to return travel to the United States at government expense.

e. Any initial exceptions to the basic requirement for a minimum two year tour of duty must be authorized in advance by the Deputy Director (Administration), or his designee, upon the recommendation of the Deputy Director concerned, the Director of Training, the Assistant Director for Communications or their designees.

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(1) Advance approval of a tour of duty of less than two years will only be considered for individuals whose employment is made conditional by them upon a shorter term, and where the services of that particular individual for the particular assignment are considered essential.

f. A tour of duty once established shall only be reduced to a period of less than two years where:

(1) The individual is to be terminated for the best interests of the Agency with or without prejudice.

(2) The services of the individual in a PCS assignment in the United States are determined to be of greater value to the Agency than in his overseas assignment.

(3) There is no further need for the services of the individual in his overseas assignment and no other appropriate assignment is available in the broad geographic area involved.

6. If the preceding policy statements and essential procedural requirements are correct, it will probably be necessary to add a little more detail to some of the procedures and probably there will be a need to develop some new personnel procedures and working relationships with the Comptroller's Office to implement the Regulation.

7. If you do not agree with the views I have expressed in this memorandum, I would appreciate an opportunity to discuss the matter further with you. 25X1A

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Special Assistant to the
Deputy Director (Admin.)

SA/DDA:EDE:mes (19 October 1953)

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